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Bank Account  
Balance  
(ABAL)

ACTION: . SCREEN: ABAL USERID:

BANKACCOUNTBALANCE

BANKACCOUNTCODE= ..BALANCEDATE= .....

ACCOUNTNAME:BEGINNINGBALANCE: .....

BANKNAME:DEBITS: .....

ACCOUNTNUMBER:CREDITS: ..... -

ENDINGBOOKBALANCE: .....

OUTSTANDINGCHECKS/WARRANTS: ..... +

CASHBALANCE: .....

Purpose

Bank Account Balance (ABAL) contains an entry for each day's bank account balance.

The table is keyed by bank account code and the balance date where the date is sorted in reverse order with the most recent date first.

Updates

A batch process is run on a nightly basis and takes the previous day's *ENDING BOOK BALANCE* and determines the new balance from the day's 'CR', 'AD', 'CX', 'MW', J5, and 'JV' transactions. The *CASH BALANCE* is computed by taking the *ENDING BOOK BALANCE* and adding back the checks from the Warrant Reconciliation (WREC) table that have not cleared.

Another batch process is available which will purge entries in the table which are no longer needed.

NOTE: One entry must exist in this table for each bank account before the batch process is run for the first time.

Coding  
Instructions

BANK ACCOUNT CODE	Key field. The unique code assigned to the bank account.
BALANCE DATE	Key field. Date of which the account balance was calculated. In MM/DD/YY format.
ACCOUNT NAME	Descriptive name of this account (inferred from Bank Account (BANK)).
BEGINNING BALANCE	Balance of account at start of day.
BANK NAME	Name of bank holding this account (inferred from Bank Account (BANK)).

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**CHART OF ACCOUNTS**

DEBITS	Total of all debit transactions affecting the account during BALANCE DATE.
ACCOUNT NUMBER	Account number assigned by the bank (inferred from Bank Account (BANK)).
CREDITS	Total of all credit transactions affecting the account during BALANCE DATE.
ENDING BOOK BALANCE	Balance of account at end of day. Computed as: $\text{ENDING BOOK BALANCE} = \text{BEGINNING BALANCE} + \text{DEBITS} - \text{CREDITS}$ .
OUTSTANDING CHECKS/WARRANTS	Checks/warrants from Warrant Reconciliation (WREC) that have not cleared.
CASH BALANCE	Cash balance of account. Computed as: $\text{CASH BALANCE} = \text{ENDING BOOK BALANCE} + \text{OUTSTANDING CHECKS/WARRANTS}$ .

## Account Type (ACCT)

ACTION: . SCREEN: ACCT USERID:		
A C C O U N T   T Y P E		
ACCOUNT TYPE	NAME	SHORT NAME
=====	-----	-----
01- ..	.....	.....
02- ..	.....	.....
03- ..	.....	.....
04- ..	.....	.....
05- ..	.....	.....
06- ..	.....	.....
07- ..	.....	.....
08- ..	.....	.....
09- ..	.....	.....
10- ..	.....	.....
11- ..	.....	.....
12- ..	.....	.....
13- ..	.....	.....
14- ..	.....	.....

## Purpose

Account Type (ACCT) defines various codes that are used during AFS processing. The values of these codes are fixed in the system and should not be changed. They must exist as defined below. The account type codes are:

### Proprietary Accounts

- 01 Assets
- 02 Liabilities
- 03 Fund Balance

### Temporary Accounts

- 11 Assets Offset to Expenses
- 18 Memo Pre-encumbrances
- 19 Memo Encumbrances
- 20 Pre-encumbrances
- 21 Encumbrances
- 22 Expenditures/Expenses
- 23 Expenditures
- 24 Expenses
- 31 Revenue
- 32 Revenue Collected

### Budgetary Accounts

- 41 Budgeted Obligations
- 42 Appropriations
- 43 Allotments
- 44 Unissued Bonds
- 45 Reverted Amounts

## CHART OF ACCOUNTS

### Budgetary Accounts (Continued)

- 46 Estimated Receipts
- 47 Beginning Cash Balance
- 51 Estimated Revenue

### Plan Accounts (Memo)

- 61 Base Obligation Plan
- 62 Modified Obligation Plan
- 71 Base Revenue Plan
- 72 Modified Revenue Plan
- 73 Base Collection Plan
- 74 Modified Collection Plan

### Subsystem Accounts

- 80 Federal Aid Charge
- 81 Fed Aid Budget - Fed Funds
- 82 Fed Aid Budget - State Funds
- 83 Fed Aid Budget - Bond Funds
- 84 Fed Aid Budget - Local Funds
- 85 Project Charge
- 86 Project Budget - Fed Funds
- 87 Project Budget - State Funds
- 88 Project Budget - Bond Funds
- 89 Project Budget - Other Funds
- 90 Performance Target
- 91 Performance Actual
- 92 Job Full Cost Memo
- DD Project Budget Line
- KS Fed Aid Budget Line

## Updates

The account type codes should not be updated unless instructions to do so are received from AMS.

## Coding Instructions

ACCOUNT TYPE	Key field. Account type codes are pre-defined. Your system's table should contain a record for each of the codes listed on the previous page.
NAME	The descriptive name for the account type.
SHORT NAME	The short name assigned to this account type.

## Activity (ACT2)

A C T I V I T Y									
ACTION: . SCREEN: ACT2 USERID:									
01-	FISCAL YEAR= ..	ACTIVITY= ....	FUNCTION: ....						
	NAME: .....				SHORT NAME: .....				
	CLASS: ....	CATEGORY: ....	TYPE: ....	GROUP: ..					
	GRANT: ....	PROJECT: ....	ELIGIBILITY IND: .						
	JOB NUMBER REQD EXPENSE: .		JOB NUMBER REQD REVENUE: .						
02-	FISCAL YEAR= ..	ACTIVITY= ....	FUNCTION: ....						
	NAME: .....				SHORT NAME: .....				
	CLASS: ....	CATEGORY: ....	TYPE: ....	GROUP: ..					
	GRANT: ....	PROJECT: ....	ELIGIBILITY IND: .						
	JOB NUMBER REQD EXPENSE: .		JOB NUMBER REQD REVENUE: .						
03-	FISCAL YEAR= ..	ACTIVITY= ....	FUNCTION: ....						
	NAME: .....				SHORT NAME: .....				
	CLASS: ....	CATEGORY: ....	TYPE: ....	GROUP: ..					
	GRANT: ....	PROJECT: ....	ELIGIBILITY IND: .						
	JOB NUMBER REQD EXPENSE: .		JOB NUMBER REQD REVENUE: .						

## Purpose

Activity (ACT2) maintains the codes for each activity valid in your financial system. The table also established higher level classifications of the activity codes. Activities collect information across all agencies. The definition and use of each activity is defined at the statewide level. See the *OSRAP Policy and Procedures Manual* for a detailed explanation.

## Classification Hierarchy

The activity code is the starting point for a classification hierarchy that puts similar activities together in progressively larger groups. The progression is as follows:

Activity	Activity	Activity	Activity	Activity
	Class	Category	Type	Group

## Updates

This is a user-maintained table.

## Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the activity code entered.
ACTIVITY	Key field. Enter a unique code.
FUNCTION	This field is not used by the State of Louisiana.
NAME	Enter the descriptive name for the activity code.
SHORT NAME	Enter the name that you want to appear on reports when there is not enough room for the full name.

**CHART OF ACCOUNTS**

CLASS	Enter the code from Activity Class (ACLS) that best describes the activity being defined in this line.
CATEGORY	Enter the code from Activity Category (ACAT) that best describes the activity being defined in this line.
TYPE	Enter the code from Activity Type (ATYP) that best describes the activity being defined in this line.
GROUP	Enter the code from Activity Group (AGRP) that best describes the activity being defined in this line.
GRANT	Leave blank. This field is not used by the State of Louisiana.
PROJECT	Leave blank. This field is not used by the State of Louisiana.
ELIGIBILITY IND	Leave blank. This field is not used by the State of Louisiana.
JOB NUMBER REQD EXPENSE	Leave blank. This field is not used by the State of Louisiana.
JOB NUMBER REQD REVENUE	Leave blank. This field is not used by the State of Louisiana.

## Activity Index (ACTV)

ACTION: . SCREEN: ACTV USERID:								
A C T I V I T Y I N D E X								
FY	ACTV	NAME	CLASS	CAT	TYPE	GROUP	FUNC	
==	====	-----	-----	-----	-----	-----	-----	-----
01-	..	.....	....	....	....	..	....	....
02-	..	.....	....	....	....	..	....	....
03-	..	.....	....	....	....	..	....	....
04-	..	.....	....	....	....	..	....	....
05-	..	.....	....	....	....	..	....	....
06-	..	.....	....	....	....	..	....	....
07-	..	.....	....	....	....	..	....	....
08-	..	.....	....	....	....	..	....	....
09-	..	.....	....	....	....	..	....	....
10-	..	.....	....	....	....	..	....	....
11-	..	.....	....	....	....	..	....	....
12-	..	.....	....	....	....	..	....	....
13-	..	.....	....	....	....	..	....	....
14-	..	.....	....	....	....	..	....	....
15-	..	.....	....	....	....	..	....	....

### Purpose

Activity Index (ACTV) defines valid activity codes and related information.

### Updates

This is a system-maintained table that is populated as records are added, changed, and deleted from Activity (ACT2).

### Coding Instructions

FY	Key field. Enter the last two digits of the applicable fiscal year associated with the activity code.
ACTV	Key field. Enter the activity code.
NAME	The descriptive name for this activity.
CLASS	The code from Activity Class (ACLS) that best describes the activity defined in this line.
CAT	The code from Activity Category (ACAT) that best describes the activity defined in this line.
TYPE	The code from Activity Type (ATYP) that best describes the activity defined in this line.
GROUP	The code from Activity Group (AGRP) that best describes the activity defined in this line.
FUNC	Leave blank. This field is not used by the State of Louisiana.

## Activity Category (ACAT)

ACTION: . SCREEN: ACAT USERID:			
A C T I V I T Y   C A T E G O R Y			
FISCAL YEAR	ACTIVITY CATEGORY	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	....	.....	.....
02- ..	....	.....	.....
03- ..	....	.....	.....
04- ..	....	.....	.....
05- ..	....	.....	.....
06- ..	....	.....	.....
07- ..	....	.....	.....
08- ..	....	.....	.....
09- ..	....	.....	.....
10- ..	....	.....	.....
11- ..	....	.....	.....
12- ..	....	.....	.....
13- ..	....	.....	.....
14- ..	....	.....	.....
15- ..	....	.....	.....

### Purpose

Activity categories group similar activity classes. Activity Category (ACAT) defines valid activity category codes. It is optional and used for reporting purposes only.

### Classification Hierarchy

See the section on Activity (ACT2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year associated with the activity code.
ACTIVITY CATEGORY	Key field. Enter the unique code.
NAME	Optional. The descriptive name for this activity.
SHORT NAME	Optional. The name that you want to appear on reports when there is not enough room for the full name.

## Activity Class (ACLS)

ACTION: . SCREEN: ACLS USERID:			
A C T I V I T Y C L A S S			
FISCAL YEAR	ACTIVITY CLASS	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	....	.....	.....
02- ..	....	.....	.....
03- ..	....	.....	.....
04- ..	....	.....	.....
05- ..	....	.....	.....
06- ..	....	.....	.....
07- ..	....	.....	.....
08- ..	....	.....	.....
09- ..	....	.....	.....
10- ..	....	.....	.....
11- ..	....	.....	.....
12- ..	....	.....	.....
13- ..	....	.....	.....
14- ..	....	.....	.....

### Purpose

Activity classes group similar activity codes. Activity Class (ACLS) defines valid activity class codes. It is optional.

### Classification Hierarchy

See the section on Activity (ACT2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year associated with the activity code.
ACTIVITY CLASS	Key field. Enter the unique code.
NAME	Optional. The descriptive name for this activity.
SHORT NAME	Optional. The name that you want to appear on reports when there is not enough room for the full name.

## Activity Group (AGRP)

ACTION: . SCREEN: AGRP USERID:			
A C T I V I T Y   G R O U P			
FISCAL YEAR	ACTIVITY GROUP	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	..	.....	.....
02- ..	..	.....	.....
03- ..	..	.....	.....
04- ..	..	.....	.....
05- ..	..	.....	.....
06- ..	..	.....	.....
07- ..	..	.....	.....
08- ..	..	.....	.....
09- ..	..	.....	.....
10- ..	..	.....	.....
11- ..	..	.....	.....
12- ..	..	.....	.....
13- ..	..	.....	.....
14- ..	..	.....	.....

### Purpose

Activity groups gather similar activity types. Activity Group (AGRP) defines valid activity group codes. It is optional.

### Classification Hierarchy

See the section on Activity (ACT2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year associated with the activity code.
ACTIVITY GROUP	Key field. Enter a unique code.
NAME	Optional. The descriptive name for this activity.
SHORT NAME	Optional. The name that you want to appear on reports when there is not enough room for the full name.

## Activity Type (ATYP)

ACTION: . SCREEN: ATYP USERID:			
A C T I V I T Y   T Y P E			
FISCAL YEAR	ACTIVITY TYPE	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	....	.....	.....
02- ..	....	.....	.....
03- ..	....	.....	.....
04- ..	....	.....	.....
05- ..	....	.....	.....
06- ..	....	.....	.....
07- ..	....	.....	.....
08- ..	....	.....	.....
09- ..	....	.....	.....
10- ..	....	.....	.....
11- ..	....	.....	.....
12- ..	....	.....	.....
13- ..	....	.....	.....
14- ..	....	.....	.....

### Purpose

Activity types group similar activity categories. Activity Type (ATYP) defines valid activity type codes. It is optional.

### Classification Hierarchy

See the section on Activity (ACT2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year associated with the activity code.
ACTIVITY TYPE	Key field. Enter a unique code.
NAME	Optional. The descriptive name for this activity.
SHORT NAME	Optional. The name that you want to appear on reports when there is not enough room for the full name.

**Administrative  
Fund (ADMF)**

ACTION: . SCREEN: ADMF USERID:		
A D M I N I S T R A T I V E F U N D		
ADMIN FUND	ADMIN FUND DESCRIPTION	
=====	-----	
01-	....	.....
02-	....	.....
03-	....	.....
04-	....	.....
05-	....	.....
06-	....	.....
07-	....	.....
08-	....	.....
09-	....	.....
10-	....	.....
11-	....	.....
12-	....	.....
13-	....	.....
14-	....	.....

**Purpose**

Administrative Fund (ADMF) stores administrative funds and their respective descriptions.

**Updates**

This table is user-maintained.

**Coding  
Instructions**

ADMIN FUND

Key field. This is the three-digit code assigned to the administrative fund.

ADMIN FUND  
DESCRIPTION

This is the descriptive name for the administrative fund.

**Agency Class  
(AGCL)**

ACTION: . SCREEN: AGCL USERID:			
A G E N C Y C L A S S			
FISCAL YEAR	AGENCY CLASS	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	....	.....	.....
02- ..	....	.....	.....
03- ..	....	.....	.....
04- ..	....	.....	.....
05- ..	....	.....	.....
06- ..	....	.....	.....
07- ..	....	.....	.....
08- ..	....	.....	.....
09- ..	....	.....	.....
10- ..	....	.....	.....
11- ..	....	.....	.....
12- ..	....	.....	.....
13- ..	....	.....	.....
14- ..	....	.....	.....

**Purpose**

Agency Class (AGCL) maintains the codes used to classify agencies within departments in the agency code hierarchy, by fiscal year. Agency classes collect one or more agency codes into a single reporting entity. Agency classes are linked to agency codes on Agency (AGC2).

**Classification  
Hierarchy**

See the section on Agency (AGC2).

**Coding  
Instructions**

FISCAL YEAR	Key field. The last two digits of the fiscal year for the agency class code entered.
AGENCY CLASS	Key field. The agency class code.
NAME	Name assigned to the agency class code.
SHORT NAME	The short name assigned to this account class.

**Agency Category**

ACTION: . SCREEN: AGCT USERID: (AGCT)			
A G E N C Y   C A T E G O R Y			
FISCAL YEAR	AGENCY CATEGORY	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	....	.....	.....
02- ..	....	.....	.....
03- ..	....	.....	.....
04- ..	....	.....	.....
05- ..	....	.....	.....
06- ..	....	.....	.....
07- ..	....	.....	.....
08- ..	....	.....	.....
09- ..	....	.....	.....
10- ..	....	.....	.....
11- ..	....	.....	.....
12- ..	....	.....	.....
13- ..	....	.....	.....
14- ..	....	.....	.....

**Purpose**

Agency Category (AGCT) maintains the codes used to designate the participation an agency has in AFS by fiscal year. Agency categories collect one or more agency classes into a single reporting entity. Agency categories are linked to agency codes on Agency (AGC2).

**Classification Hierarchy**

See the section on Agency (AGC2).

**Coding Instructions**

FISCAL YEAR	Key field. The last two digits of the fiscal year for the agency category code entered.
AGENCY CATEGORY	Key field. The agency category code.
NAME	Name assigned to the agency category code.
SHORT NAME	The short name assigned to this agency category.

## Agency (AGC2)

ACTION: . SCREEN: AGC2 USERID:	
A G E N C Y	
01-	FISCAL YEAR= .. AGENCY= ... NAME: ..... SHORT NAME: ..... MANAGER: ..... APPROVAL: . CLASS: ..... CATEGORY: ..... TYPE: ..... GROUP: ..... REPT CAT REQD ON EXP: . REPT CAT REQD ON REV: . CHECK CAT: .. BUDGET PHASE: . EXCLUDE BUDGET PREP: . APPLICATION TYPE: ..
02-	FISCAL YEAR= .. AGENCY= ... NAME: ..... SHORT NAME: ..... MANAGER: ..... APPROVAL: . CLASS: ..... CATEGORY: ..... TYPE: ..... GROUP: ..... REPT CAT REQD ON EXP: . REPT CAT REQD ON REV: . CHECK CAT: .. BUDGET PHASE: . EXCLUDE BUDGET PREP: . APPLICATION TYPE: ..

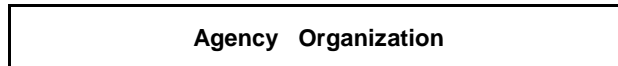
### Purpose

Agency (AGC2) defines valid agency codes and, optionally, specifies the agency manager's name.

### Classification Hierarchy

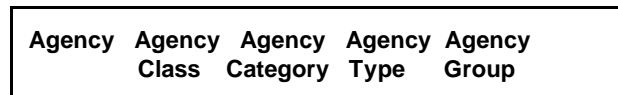
The agency is the starting point for two classification hierarchies: one which divides the agency into progressively smaller groups (agency/organization hierarchy), and one which rolls the agency up into higher level agency sets (agency hierarchy).

The progression for the agency/organization hierarchy is as follows:



An agency may be divided into organizations. Organization (ORG2) can create a more detailed hierarchical breakdown than what is described here (see the section on Organization (ORG2)).

The agency code is also the starting point for a classification relationship that puts similar agency codes together in progressively larger groups. The progression is as follows:



### Updates

This is a user-maintained table.

## Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year associated with the agency code.
AGENCY	Key field. If adding a new line, enter a unique code; if changing or deleting an existing line, enter the affected code.
NAME	Optional. Enter a descriptive name for this agency.
SHORT NAME	Optional. Enter the name that you want to appear on reports when there is not enough room for the full name.
MANAGER	Optional. For informational purposes only.
APPROVAL	<p>Required. Enter "Y" only if this agency has no approval requirements that will override the default approvals established for each transaction type. For example, if an established default approval scheme for PO transactions requires approval from one mid-level manager, and this agency requires a mid-level and a top-level manager to approve each PO, the default approval can be overridden with this code by entering "Y" and the actual approval requirements for this agency will be established on Format Definition Summary (FORM). This approval system applies to the ENTERING AGENCY on the start-up screen, not to the agency codes used in AFS documents. Refer to the <i>ISIS/AFS User Guide, Vol. I</i> for more detail on the AFS approval system.</p> <p>The state of Louisiana does not use the 'N' option.</p>
CLASS	Optional. Agency class code to which the agency code reports. Must be valid on Agency Class (AGCL).
CATEGORY	Optional. Agency category code to which the agency code reports. Must be valid on Agency Category (AGCT).
TYPE	Required. Agency type code to which the agency code reports. Must be valid on Agency Type (AGTP). Agency Type is used for 1099 reporting and Lien/Levy aggregation.
GROUP	Optional. Agency group code to which the agency code reports. Must be valid on Agency Group (AGGP).
REPT CAT REQD ON EXP	This field defines if reporting category codes are required on spending transactions for this agency. Valid values are: "Y", "N", "1", "2" or "3". Blank will default to "N". (See the <i>ISIS/AFS User Guide, Vol. I</i> , for detailed explanations.)

## CHART OF ACCOUNTS

REPT CAT REQ ON REV	This field defines if reporting category codes are required on revenue transactions for this agency. Valid values are: "Y" or "N". Blank will default to "N". (See the <i>ISIS/AFS User Guide, Vol. I</i> , for detailed explanations.)
CHECK CAT	Required. If left blank, default is "99" (combined check category). Enter "AA" for single check category. Additional values are user-defined and must be valid on Check Category (CCAT).
BUDGET PHASE	Leave blank. The default is 'N'. This field is not used by the State of Louisiana.
EXCLUDE BUDGET PREP	Leave blank. This field is not used by the State of Louisiana.
APPLICATION TYPE	Required. If left blank, default is "99" (combined EFT category). Enter "AA" for single EFT category. Additional values are user-defined and must be valid on EFT Type (EFTA).

## Agency Index (AGCY)

ACTION: . SCREEN: AGCY USERID:							
A G E N C Y I N D E X							
FY	AGCY	NAME	CLASS	CAT	TYPE	GROUP	
==	====	-----	-----	----	----	-----	
01-	..	...	...	...	...	...	...
02-	..	...	...	...	...	...	...
03-	..	...	...	...	...	...	...
04-	..	...	...	...	...	...	...
05-	..	...	...	...	...	...	...
06-	..	...	...	...	...	...	...
07-	..	...	...	...	...	...	...
08-	..	...	...	...	...	...	...
09-	..	...	...	...	...	...	...
10-	..	...	...	...	...	...	...
11-	..	...	...	...	...	...	...
12-	..	...	...	...	...	...	...

### Purpose

Agency Index (AGCY) displays valid agency codes and related information.

### Classification Hierarchy

See the section on Agency (AGC2).

### Updates

This is a system-maintained table that is populated as records are added, changed, or deleted from Agency (AGC2).

### Coding Instructions

FY	Key field. Enter the last two digits of the applicable fiscal year associated with the agency code.
AGCY	Key field. Enter the agency code.
NAME	The descriptive name for this agency.
CLASS	The agency class code to which the agency code reports. Must be valid on Agency Class (AGCL).
CAT	The agency category code to which the agency code reports. Must be valid on Agency Category (AGCT).
TYPE	The agency type code to which the agency code reports. Must be valid on Agency Type (AGTP). Agency Type is used for 1099 reporting and Lien/Levy aggregation.

**CHART OF ACCOUNTS**

**GROUP**

The agency group code to which the agency code reports.  
Must be valid on Agency Group (AGGP).

## Agency Group (AGGP)

ACTION: . SCREEN: AGGP USERID:			
A G E N C Y   G R O U P			
FISCAL YEAR	AGENCY GROUP	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	....	.....	.....
02- ..	....	.....	.....
03- ..	....	.....	.....
04- ..	....	.....	.....
05- ..	....	.....	.....
06- ..	....	.....	.....
07- ..	....	.....	.....
08- ..	....	.....	.....
09- ..	....	.....	.....
10- ..	....	.....	.....
11- ..	....	.....	.....
12- ..	....	.....	.....
13- ..	....	.....	.....
14- ..	....	.....	.....

### Purpose

Agency Group (AGGP) maintains the codes used for a further breakdown of departments. Agency groups are linked to agency codes on Agency (AGC2).

### Classification Hierarchy

See the section on Agency (AGC2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. The last two digits of the fiscal year for the agency group code entered.
AGENCY GROUP	Key field. The agency group code.
NAME	Optional. Name or description assigned to the agency group code.
SHORT NAME	This is the short name assigned to this agency group code.

## Agency Type (AGTP)

ACTION: . SCREEN: AGTP USERID:					
A G E N C Y   T Y P E					
FISCAL YEAR	AGENCY TYPE	FEDERAL ID NUMBER	NAME	SHORT NAME	
=====	=====	-----	-----	-----	
01- ..	....	.....	.....	.....	
02- ..	....	.....	.....	.....	
03- ..	....	.....	.....	.....	
04- ..	....	.....	.....	.....	
05- ..	....	.....	.....	.....	
06- ..	....	.....	.....	.....	
07- ..	....	.....	.....	.....	
08- ..	....	.....	.....	.....	
09- ..	....	.....	.....	.....	
10- ..	....	.....	.....	.....	
11- ..	....	.....	.....	.....	
12- ..	....	.....	.....	.....	
13- ..	....	.....	.....	.....	
14- ..	....	.....	.....	.....	

### Purpose

Agency Type (AGTP) maintains the codes used for 1099 reporting and lien/levy aggregation. Agency types are linked to agency codes on Agency (AGC2).

### Classification Hierarchy

See the section on Agency (AGC2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. The last two digits of the fiscal year for the agency type code entered.
AGENCY TYPE	Key field. The agency type code.
FEDERAL ID NUMBER	Required. The nine (9) digit Federal Employer Identification Number (FEIN). The Federal ID Number must be valid on Master Vendor (MVEN).
NAME	Name assigned to the agency type code.
SHORT NAME	This is the short name assigned to this agency type code.

## Accounting Period (APRD)

ACTION: . SCREEN: APRD USERID:								
A C C O U N T I N G   P E R I O D								
FISCAL	YR	MO	QTR	MONTH NAME	MONTH	PERIOD	MONTH END	YR END ADJ
==	==	---		-----	END DATE	CLOSED IND	PROCESS IND	PERIOD IND
01-	..	..	.	.....	..	..	.	.
02-	..	..	.	.....	..	..	.	.
03-	..	..	.	.....	..	..	.	.
04-	..	..	.	.....	..	..	.	.
05-	..	..	.	.....	..	..	.	.
06-	..	..	.	.....	..	..	.	.
07-	..	..	.	.....	..	..	.	.
08-	..	..	.	.....	..	..	.	.
09-	..	..	.	.....	..	..	.	.
10-	..	..	.	.....	..	..	.	.
11-	..	..	.	.....	..	..	.	.
12-	..	..	.	.....	..	..	.	.
13-	..	..	.	.....	..	..	.	.
14-	..	..	.	.....	..	..	.	.

### Purpose

Accounting Period (APRD) defines accounting periods valid in the financial system. It also identifies which period (if any) is the year-end adjustment period.

### Updates

This table only needs to be updated once a year, at the beginning of a new fiscal year.

### Coding Instructions

FISCAL YR	Key field. Enter the last two digits of the applicable fiscal year. If you use any multi-year budgeting, "MY" must be included as a fiscal year.
FISCAL MO	Key field. Enter the two-digit representation of the accounting period being defined in this line. The first accounting period in your fiscal year is represented by 01, the second by 02, etc. A line must exist for each accounting period in your system. (Fiscal Year (FSYR) specifies how many accounting periods are defined in your fiscal year.)
QTR	Required. Enter 1, 2, 3, or 4. The year-end adjustment period, if one exists, usually belongs to quarter 4.
MONTH NAME	Enter the name of the accounting period.
MONTH END DATE	Required. Enter the last date of the accounting period, in <i>calendar date</i> terms. (For example, July is always 07 in calendar date terms, no matter when the fiscal year starts.) The year-end adjustment period end date will fall in the next fiscal year. The adjustment period itself can be as long as you want it to be. Enter in MMDDYY sequence.

## CHART OF ACCOUNTS

---

PERIOD CLOSED  
IND

Leave blank. This is a system-maintained field. The monthly closing program changes this field to "Y" when the period is closed. No transactions can be posted to a closed period. This field can also be manually updated to close the period prior to the actual monthly close process in order to prevent any transactions from posting to the period.

MONTH END  
PROCESS IND

Leave blank. This is a system-maintained field. The monthly closing program changes this field to "Y" when the monthly closing process has been run.

YR END ADJ  
PERIOD IND

Required. Enter a "Y" if the accounting period defined in this line is a year-end adjustment period. Enter "N", otherwise.

## Balance Sheet Account (BAC2)

ACTION: . SCREEN: BAC2 USERID:			
B A L A N C E   S H E E T   A C C O U N T			
01-	FISCAL YEAR= . .                      BS ACCOUNT= . . . .		
	NAME: . . . . .	SHORT NAME: . . . . .	
	CLASS: . . .	CATEGORY: . .	TYPE: . .      GROUP: . .
	VALID FUND/BS ACCOUNT IND: .		REPT CAT OPT: .      CASH IND: .
	ADMN FUND: . . . .	CONTRIBUTION IND: .	SWEEP IND: .      FASB CLASS: .
02-	FISCAL YEAR= . .                      BS ACCOUNT= . . . .		
	NAME: . . . . .	SHORT NAME: . . . . .	
	CLASS: . . .	CATEGORY: . .	TYPE: . .      GROUP: . .
	VALID FUND/BS ACCOUNT IND: .		REPT CAT OPT: .      CASH IND: .
	ADMN FUND: . . . .	CONTRIBUTION IND: .	SWEEP IND: .      FASB CLASS: .
03-	FISCAL YEAR= . .                      BS ACCOUNT= . . . .		
	NAME: . . . . .	SHORT NAME: . . . . .	
	CLASS: . . .	CATEGORY: . .	TYPE: . .      GROUP: . .
	VALID FUND/BS ACCOUNT IND: .		REPT CAT OPT: .      CASH IND: .
	ADMN FUND: . . . .	CONTRIBUTION IND: .	SWEEP IND: .      FASB CLASS: .

### Purpose

Balance Sheet Account (BAC2) defines codes for each asset, liability, reserve, or fund balance account in your financial system. The table may also establish higher level classifications of the account codes (class, category, and group), and associate a balance sheet account with an account type.

### Classification Hierarchy

The balance sheet account code is the starting point for a classification hierarchy that puts similar accounts together in progressively larger groups. The progression is as follows:

<b>Balance Sheet Account</b>	<b>Balance Sheet Class</b>	<b>Balance Sheet Category</b>	<b>Balance Sheet Group</b>
------------------------------	----------------------------	-------------------------------	----------------------------

Similar balance sheet accounts make a balance sheet class; and similar balance sheet classes make a balance sheet category.

Balance sheet account is always required. The rest of the hierarchy is used for reporting purposes only.

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR

Key field. Enter the last two digits of the applicable fiscal year for the balance sheet account code entered.

## CHART OF ACCOUNTS

BS ACCOUNT	Key field. If adding a new line, enter a unique code; if changing or deleting an existing line, enter the affected code.
NAME	Enter a descriptive name for this balance sheet account.
SHORT NAME	Optional. Enter the name that you want to appear on reports when there is not enough room for the full name.
CLASS	Enter the code from Balance Sheet Class (BCLS) that best describes the account defined in this line.
CATEGORY	Enter the code from Balance Sheet Category (BCAT) that best describes the account defined in this line.
TYPE	Required. Enter one of the following codes, depending on what type of account is being defined on this line: <ul style="list-style-type: none"> <li>01 Asset</li> <li>02 Liability</li> <li>03 Fund Balance</li> <li>11 Assets offset to expenses</li> </ul>
GROUP	Enter the code from Balance Sheet Group (BGRP) that best describes the account defined in this line.
VALID FUND/ BS ACCOUNT IND	Optional. Enter "N" as the State of Louisiana does not require valid fund/balance sheet account combinations. See the <i>ISIS/AFS User Guide, Vol. I</i> , for details.
REPT CAT OPT	Required. Enter "N" as the State of Louisiana does not require a reporting category code to be required on transactions whenever this balance sheet account is coded. See the <i>ISIS/AFS User Guide, Vol. I</i> , for a detailed discussion about this option.
CASH IND	Required. Enter "Y" if this account is a cash account; enter "N", otherwise.
ADMN FUND	Enter a code from Administrative Fund (ADMF) if this balance sheet account is to be used for administrative fund reporting. Otherwise, leave blank.
CONTRIBUTION IND	Optional. Enter "N" as contributed assets will not be reported net of accumulated depreciation in the Fixed Assets subsystem.
SWEEP IND	Enter "N" as the State of Louisiana does not participate in the Cash Sweep Process of the Investment Management Subsystem.

**CHART OF ACCOUNTS**

FASB CLASS

Leave blank. This field is not used by the State of Louisiana.

## Balance Sheet Account Index (BACC)

ACTION: . SCREEN: BACC USERID:										
B A L A N C E   S H E E T   A C C O U N T   I N D E X										
	BS									
FY	ACCT	NAME		CLASS	CAT	TYPE	GRP	REPT	CASH	
==	====							CAT	OPT	IND   FASB
01-	..	.....	.....	..	..	..	..	.	.	.
02-	..	.....	.....	..	..	..	..	.	.	.
03-	..	.....	.....	..	..	..	..	.	.	.
04-	..	.....	.....	..	..	..	..	.	.	.
05-	..	.....	.....	..	..	..	..	.	.	.
06-	..	.....	.....	..	..	..	..	.	.	.
07-	..	.....	.....	..	..	..	..	.	.	.
08-	..	.....	.....	..	..	..	..	.	.	.
09-	..	.....	.....	..	..	..	..	.	.	.
10-	..	.....	.....	..	..	..	..	.	.	.
11-	..	.....	.....	..	..	..	..	.	.	.
12-	..	.....	.....	..	..	..	..	.	.	.
13-	..	.....	.....	..	..	..	..	.	.	.
14-	..	.....	.....	..	..	..	..	.	.	.

### Purpose

Balance Sheet Account Index (BACC) displays codes for each asset, liability, reserve, or fund balance account in your financial system. The table may also establish higher level classifications of the account codes (class, category, and group), and associate a balance sheet account with an account type.

### Classification Hierarchy

See the section on Balance Sheet Account (BAC2).

### Updates

This is a system-maintained table that is populated as records are added, changed, or deleted from Balance Sheet Account (BAC2).

### Coding Instructions

FY	Key field. Enter the applicable fiscal year for the balance sheet account code.
BS ACCT	Key field. Enter the balance sheet account code.
NAME	This is the descriptive name for this balance sheet account.
CLASS	This is the class code from Balance Sheet Class (BCLS) that best describes the account defined in this line.
CAT	This is the category code from Balance Sheet Category (BCAT) that best describes the account defined in this line.

## CHART OF ACCOUNTS

TYPE	Displays one of the following codes, depending on what type of account is being defined on this line:  01 Asset 02 Liability 03 Fund Balance 11 Assets offset to expenses
GRP	This the group code from Balance Sheet Group (BGRP) that best describes the account defined in this line.
REPT CAT OPT	Displays a "N" as the State of Louisiana does not require a reporting category code to be required on transactions whenever this balance sheet account is coded. See the <i>ISIS/AFS User Guide, Vol. I</i> , for a detailed discussion about this option.
CASH IND	Displays a "Y" if this account is a cash account or a "N", otherwise.
FASB	Leave blank. This field is not used by the State of Louisiana.

## Bank Code by Bank Accounts Inquiry (BACT)

ACTION: . SCREEN: BACT USERID:		
BANK CODE BY BANK ACCOUNTS INQUIRY		
BANK ACCOUNT NUMBER	FISCAL YEAR	BANK ACCOUNT CODE
=====	=====	=====
01- .....	..	..
02- .....	..	..
03- .....	..	..
04- .....	..	..
05- .....	..	..
06- .....	..	..
07- .....	..	..
08- .....	..	..
09- .....	..	..
10- .....	..	..
11- .....	..	..
12- .....	..	..
13- .....	..	..
14- .....	..	..

### Purpose

Bank Code by Bank Accounts Inquiry (BACT) is an alternate view of Bank Account (BANK), which is sorted by bank account number and fiscal year. This table is used in Deposit Suspense (DS) document processing.

### Updates

No additions, deletions, or changes to table data are allowed - all data maintenance must be performed on Bank Account (BANK).

### Coding Instructions

BANK ACCOUNT NUMBER	Key field. The account number assigned by the bank.
FISCAL YEAR	Key field. The last two digits of the applicable fiscal year for the bank account number entered.
BANK ACCOUNT CODE	Key field. The AFS bank account code assigned on BANK.

## Bank Account (BANK)

ACTION: . SCREEN: BANK USERID:			
BANK ACCOUNT			
01-	FISCAL YEAR= ..	BANK ACCOUNT CODE= ..	CASH ACCOUNT: ....
	ACCT NAME: .....		ACCOUNT NO: .....
	BANK NAME: .....		BANK NO: .....
		NEXT AVAILABLE CHECK NUMBER:	
		NEXT AVAILABLE EFT NUMBER:	
02-	FISCAL YEAR= ..	BANK ACCOUNT CODE= ..	CASH ACCOUNT: ....
	ACCT NAME: .....		ACCOUNT NO: .....
	BANK NAME: .....		BANK NO: .....
		NEXT AVAILABLE CHECK NUMBER:	
		NEXT AVAILABLE EFT NUMBER:	

### Purpose

Bank Account (BANK) defines codes for all the bank accounts maintained by AFS. It identifies the bank handling the account and the default balance sheet code of related cash accounts.

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the bank account code entered.
BANK ACCOUNT CODE	Key field. Enter the unique bank code assigned for this bank account.
CASH ACCOUNT	Required if automated disbursements are to be used to write checks against this bank account. Enter the code of the cash balance sheet account associated with this bank account.  The cash account provided here is used when the associated transaction does <u>not</u> have an organization coded. If an organization is coded, the cash account from Organization (ORG2) is used.
ACCT NAME	Enter a descriptive name for this account.
ACCOUNT NO	Required. Enter the account number assigned by the bank. Enter the name of the bank holding this account.
BANK NAME	Enter the name of the bank holding this account.

**CHART OF ACCOUNTS**

BANK NO	Enter the routing and transit number (the FRD-ABA number) assigned to the bank holding this account.
NEXT AVAILABLE CHECK NUMBER	The next available check number is displayed. This field is updated during each disbursement cycle.
NEXT AVAILABLE EFT NUMBER	The next available electronic funds transfer number is displayed. This field is updated during each disbursement cycle.

## Balance Sheet Category (BCAT)

ACTION: . SCREEN: BCAT USERID:			
B A L A N C E   S H E E T   C A T E G O R Y			
FISCAL YEAR	BS CATEGORY	NAME	SHORT NAME
=====	=====		
01- ..	..	.....	.....
02- ..	..	.....	.....
03- ..	..	.....	.....
04- ..	..	.....	.....
05- ..	..	.....	.....
06- ..	..	.....	.....
07- ..	..	.....	.....
08- ..	..	.....	.....
09- ..	..	.....	.....
10- ..	..	.....	.....
11- ..	..	.....	.....
12- ..	..	.....	.....
13- ..	..	.....	.....
14- ..	..	.....	.....

### Purpose

Balance sheet categories group similar balance sheet classes. Balance Sheet Category (BCAT) defines valid balance sheet category codes. It is optional.

### Classification Hierarchy

See the section on Balance Sheet Account (BAC2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the balance sheet category code entered.
BS CATEGORY	Key field. Enter a unique code.
NAME	Enter a descriptive name for this balance sheet category.
SHORT NAME	Enter the name that you want to appear on reports when there is not enough room for the full name.

## Balance Sheet Class (BCLS)

ACTION: . SCREEN: BCLS USERID:			
B A L A N C E   S H E E T   C L A S S			
FISCAL YEAR	BS CLASS	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	...	.....	.....
02- ..	...	.....	.....
03- ..	...	.....	.....
04- ..	...	.....	.....
05- ..	...	.....	.....
06- ..	...	.....	.....
07- ..	...	.....	.....
08- ..	...	.....	.....
09- ..	...	.....	.....
10- ..	...	.....	.....
11- ..	...	.....	.....
12- ..	...	.....	.....
13- ..	...	.....	.....
14- ..	...	.....	.....

### Purpose

Balance sheet classes group similar balance sheet accounts. Balance Sheet Class (BCLS) defines valid balance sheet class codes. It is optional.

### Classification Hierarchy

See the section on Balance Sheet Account (BAC2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the balance sheet class code entered.
BS CLASS	Key field. Enter a unique code.
NAME	Enter a descriptive name for this balance sheet class.
SHORT NAME	Enter the name that you want to appear on reports when there is not enough room for the full name.

## Balance Sheet Group (BGRP)

ACTION: . SCREEN: BGRP USERID:			
B A L A N C E   S H E E T   G R O U P			
FISCAL YEAR	BS GROUP	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	..	.....	.....
02- ..	..	.....	.....
03- ..	..	.....	.....
04- ..	..	.....	.....
05- ..	..	.....	.....
06- ..	..	.....	.....
07- ..	..	.....	.....
08- ..	..	.....	.....
09- ..	..	.....	.....
10- ..	..	.....	.....
11- ..	..	.....	.....
12- ..	..	.....	.....
13- ..	..	.....	.....
14- ..	..	.....	.....
15- ..	..	.....	.....

### Purpose

Balance sheet groups group similar balance sheet types. Balance Sheet Group (BGRP) defines valid balance sheet class group codes. It is optional.

### Classification Hierarchy

See the section on Balance Sheet Account (BAC2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the balance sheet group code entered.
BS GROUP	Key field. Enter a unique code.
NAME	Enter a descriptive name for this balance sheet group.
SHORT NAME	Enter the name that you want to appear on reports when there is not enough room for the full name.

## Fund/Agency (FGY2)

ACTION: . SCREEN: FGY2 USERID:		
FUND AGENCY		
FISC YEAR= ..	FUND= ....	AGENCY= ...
PLAN FREQ: .	JOB/PROJ IND: .	
----- ORGANIZATION OPTIONS -----		
EXPENSE BUDGET: .		REVENUE BUDGET: .
APPROPRIATION: .		ALLOTMENT: .
----- ACTIVITY OPTIONS -----		
EXPENSE BUDGET: .		REVENUE BUDGET: .
----- FUNCTION OPTIONS -----		
EXPENSE BUDGET: .		
----- FEDERAL AID OPTIONS -----		
FA IND: .	ORGANIZATION: .	OBJECT CLASS: .
ACTIVITY: .	FUNCTION: .	REVENUE CLASS: .

### Purpose

Fund Agency (FGY2) defines all fund/agency combinations valid in the financial system. The table also specifies various budget options for each fund/agency combination.

### Updates

The control options (last six rows) affect how budget and accounting transactions are handled within the system. Do not *change* control options for existing lines in the middle of a fiscal year.

### Coding Instructions

FISC YEAR	Key field. Enter the last two digits of the applicable fiscal year for the fund/agency combination entered.
FUND	Key field. Enter a valid fund code from Fund (FUN2). All fund codes listed in Fund will normally be listed in this table.
AGENCY	Key field. Enter a valid agency code from Agency (AGC2). All valid fund/agency combinations must be listed in this table.
PLAN FREQ	Leave blank. This field is not used by the State of Louisiana.
JOB/PROJ IND	Leave blank. This field is not used by the State of Louisiana.
CONTROL OPTIONS:	See the <i>ISIS/AFS User Guide, Vol. I</i> , for detailed explanations of the following control options:
ORGANIZATION OPTIONS:	The Expense and Revenue Budget Organization options must be set to the same value. Valid options are: "Y", "A", or "N".
EXPENSE BUDGET	
REVENUE BUDGET	
APPROPRIATION	
ALLOTMENT	

## CHART OF ACCOUNTS

ACTIVITY OPTIONS: EXPENSE BUDGET REVENUE BUDGET	Activity options are required when dictated by state policy. Valid options are "Y" (Yes) or "N" (No). The Expense and Revenue Budget Activity options must be set to the same value. (See the <i>OSRAP Policy and Procedures Manual</i> for a detailed explanation.)
FUNCTION OPTIONS: EXPENSE BUDGET	Leave blank. This field is not used by the State of Louisiana.
FEDERAL AID OPTIONS:	These options indicate if the Federal Aid Subsystem is used and control the use of Federal Aid Inference (FAIT).
FA IND	<p>A "Y" for yes or a "N" for no. A "Y" indicates that the federal aid system is being used for this fund agency combination.</p> <p>A "N" indicates that the federal aid system is <u>not</u> being used for this fund agency combination.</p>
ORGANIZATION	Louisiana has elected to always use the "A" option. "A" indicates the validation against Federal Aid Inference (FAIT) when processing transactions will be based on the Appropriation Level organization.
OBJECT CLASS	Louisiana has elected to always use the "N" option. A "N" indicates that the validation against Federal Aid Inference (FAIT) when processing transactions will not be based on object class.
ACTIVITY	Louisiana has elected to always use the "N" option. A "N" indicates that the validation against Federal Aid Inference (FAIT) when processing transactions will not be based on activity.
FUNCTION	Louisiana has elected to always use the "N" option. A "N" indicates that the validation against Federal Aid Inference (FAIT) when processing transactions will not be based on function.
REVENUE CLASS	Louisiana has elected to always use the "N" option. A "N" indicates that the validation against Federal Aid Inference (FAIT) when processing transactions will not be based on revenue class.

## Fund/Agency Index (FAGY)

ACTION: . SCREEN: FAGY USERID:										
FUND AGENCY INDEX										
FISCAL YEAR =====	FUND =====	AGENCY =====	-EXPENSE ORG	BUD OPT- FUNC	ACTIVITY	-REVENUE ORG	BUD OPT- ACTIVITY	PLAN FREQ	JOB/ PROJ IND	
01- ..	....	...	.	.	.	.	.	.	.	.
02- ..	....	...	.	.	.	.	.	.	.	.
03- ..	....	...	.	.	.	.	.	.	.	.
04- ..	....	...	.	.	.	.	.	.	.	.
05- ..	....	...	.	.	.	.	.	.	.	.
06- ..	....	...	.	.	.	.	.	.	.	.
07- ..	....	...	.	.	.	.	.	.	.	.
08- ..	....	...	.	.	.	.	.	.	.	.
09- ..	....	...	.	.	.	.	.	.	.	.
10- ..	....	...	.	.	.	.	.	.	.	.
11- ..	....	...	.	.	.	.	.	.	.	.
12- ..	....	...	.	.	.	.	.	.	.	.
13- ..	....	...	.	.	.	.	.	.	.	.

### Purpose

Fund Agency Index (FAGY) displays all the fund/agency combinations valid in your financial system. The table also displays the various budget options for each fund/agency combination.

### Classification Hierarchy

See the section on Fund Agency (FGY2).

### Updates

This is a system-maintained table that is populated as records are added, changed, or deleted from Fund Agency (FGY2).

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the fund/agency combination entered.
FUND	Key field. Enter a valid code from Fund (FUN2).
AGENCY	Key field. Enter a valid agency code from Agency (AGC2). All valid fund/agency combinations must be listed in this table.
CONTROL OPTIONS:	See the <i>ISIS/AFS User Guide, Vol. I</i> , for detailed explanations of the following control options:
EXPENSE BUD OPT: ORG FUNC ACTIVITY	Displays a value indication whether expense budgets are established by organization. Valid values are: "Y", "A", or "N".
REVENUE BUD	

## CHART OF ACCOUNTS

OPT: ORG ACTIVITY	Displays a value indication whether expense budgets are established by organization. Valid values are: "Y", "A", or "N".
PLAN FREQ	Displays the frequency of plans for this fund agency combination. Valid values are:  "Y" Yearly  "Q" Quarterly  "M" Monthly
JOB/PROJ IND	Leave blank. This field is not used by the State of Louisiana.

## Fund Category (FCAT)

ACTION: . SCREEN: FCAT USERID:			
FUND CATEGORY			
FISCAL YEAR	FUND CATEGORY	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	..	.....	.....
02- ..	..	.....	.....
03- ..	..	.....	.....
04- ..	..	.....	.....
05- ..	..	.....	.....
06- ..	..	.....	.....
07- ..	..	.....	.....
08- ..	..	.....	.....
09- ..	..	.....	.....
10- ..	..	.....	.....
11- ..	..	.....	.....
12- ..	..	.....	.....
13- ..	..	.....	.....
14- ..	..	.....	.....

### Purpose

Fund categories group similar fund classes. Fund Category (FCAT) defines valid fund category codes. It is optional and used for reporting purposes only.

### Classification Hierarchy

See the section on Fund (FUN2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Required. Enter the last two digits of the applicable fiscal year for the fund category code entered.
FUND CATEGORY	Required. If adding a new line, enter a unique code; if changing or deleting an existing line, enter the affected code. If you are deleting a line, do not enter the following fields. If you are changing a line, enter only the fields in the rest of this table that you want changed. If you are adding a new line, follow the instructions for all of the remaining fields.
NAME	Optional. However, there will be no descriptions on reports for this code if field is left blank.
SHORT NAME	Optional. Enter the name that you want to appear on reports when there is not enough room for the full name.

## Fund Class (FCLS)

ACTION: . SCREEN: FCLS USERID:			
FUND CLASS			
FISCAL YEAR	FUND CLASS	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	...	.....	.....
02- ..	...	.....	.....
03- ..	...	.....	.....
04- ..	...	.....	.....
05- ..	...	.....	.....
06- ..	...	.....	.....
07- ..	...	.....	.....
08- ..	...	.....	.....
09- ..	...	.....	.....
10- ..	...	.....	.....
11- ..	...	.....	.....
12- ..	...	.....	.....
13- ..	...	.....	.....
14- ..	...	.....	.....

### Purpose

Fund classes group similar funds. Fund Class (FCLS) defines valid fund class codes. It is optional.

### Classification Hierarchy

See the section on Fund (FUN2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the fund class code entered.
FUND CLASS	Key field. Enter a unique code.
NAME	Enter a descriptive name for this fund class.
SHORT NAME	Enter the name that you want to appear on reports when there is not enough room for the full name.

## Fund Group (FDGP)

ACTION: . SCREEN: FDGP USERID:			
FUND GROUP			
FISCAL YEAR	FUND GROUP	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	.	.....	.....
02- ..	.	.....	.....
03- ..	.	.....	.....
04- ..	.	.....	.....
05- ..	.	.....	.....
06- ..	.	.....	.....
07- ..	.	.....	.....
08- ..	.	.....	.....
09- ..	.	.....	.....
10- ..	.	.....	.....
11- ..	.	.....	.....
12- ..	.	.....	.....
13- ..	.	.....	.....
14- ..	.	.....	.....

### Purpose

Fund Groups collect similar fund types. Fund Group (FDGP) defines valid fund group codes. It is optional.

### Classification Hierarchy

See the section on Fund (FUN2).

Fund Groups are pre-defined as follows:

<u>GROUP NAME</u>	<u>VALUE</u>
Account Groups	A
Fiduciary	F
Governmental	G
Proprietary	P
Colleges and Universities	U
Suspense Classification	X
Discrete	Z

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the fund group code entered.
FUND GROUP	Key field. Enter a unique code.
NAME	Enter a description for this fund group.
SHORT NAME	Enter the name that you want to appear on reports when there is not enough room for the full name.

## Fund Type (FTYP)

```

ACTION: . SCREEN: FTYP USERID:

                                F U N D   T Y P E

FUND
TYPE  NAME
=====
01- . .....
02- . .....
03- . .....
04- . .....
05- . .....
06- . .....
07- . .....
08- . .....
09- . .....
10- . .....
11- . .....
12- . .....
13- . .....
14- . .....

```

### Purpose

Fund Type (FTYP) is predefined and normally will not require maintenance. The code is used for classification purposes on the financial statements.

### Classification Hierarchy

See the section on Fund (FUN2).

The fund type codes must be defined as shown below:

A	Agency funds
C	Capital Projects funds
D	Debt Service funds
E	Enterprise funds
F	General Fixed Assets funds
G	General funds
I	Internal Service funds
L	General Long Term Debt funds
N	Non-Expendable Trust funds
P	Pension Trust funds
R	Special Revenue funds
S	Special Assessment funds
T	Expendable Trust funds
U	Colleges and Universities funds
V	Investment Pool funds
X	Suspense Classification funds
Z	Discrete funds

### Updates

This is a user-maintained table.

CHART OF ACCOUNTS



**Coding  
Instructions**

FUND TYPE

Key field. The fund type code (see above).

NAME

The name to be associated with this fund type.

## Fund (FUN2)

ACTION: . SCREEN: FUN2 USERID:			
F U N D			
FISCAL YEAR= ..		FUND= ....	
NAME: .....		SHORT NAME: .....	
CLASS: ...	CATEGORY: ..	TYPE: .	GROUP: .
STATE/BOND: .	EFT BANK ACCT CODE: ..	BANK ACCT CODE: ..	
----- CONTROL OPTIONS -----			
EXPENSE BUDGET: .	REVENUE BUDGET: .	APPROPRIATION: .	
BS ACCT BALANCE: .	ALLOTMENT: .	ALLOTMENT FREQUENCY: .	
FUND BALANCE: .	CASH EDIT IND: .	CASH EDIT POOL FUND: ....	
SWEEP IND: .	MEMO DEPRECIATION: .	NEGATIVE EQUITY IND: .	
SUMB OPTIONS --> ORG: . APPR: . ACTV: . FUNC: . CLASS: . CATEGORY: . TYPE: .			
SUMR OPTIONS --> ORG: . ACTV: . CLASS: . CATEGORY: . TYPE: .			
----- ORDER TO PAYMENT TOLERANCE -----			
AMOUNT: .....		IND: .	%: ..

### Purpose

Fund (FUN2) table defines codes for all funds in the financial system. It also specifies, for each fund, how AFS is to handle various accounting options.

### Classification Hierarchy

The fund code is the starting point for a classification hierarchy that puts similar funds together in progressively larger groups. The progression is as follows:

Fund	Fund Class	Fund Category	Fund Type	Fund Group
------	---------------	------------------	--------------	---------------

Fund code is always required. The rest of the hierarchy is used for reporting purposes only and is optional within AFS.

### Updates

The control options affect how accounting transactions are handled within the system. Do not *change* control options for existing lines in the middle of a fiscal year.

When you add a new fund to this table, you must also add a new line to Fund Agency (FGY2) for each agency that is valid within this fund.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the fund code entered.
FUND	Key field. Enter a unique code.
NAME	Enter a descriptive name for this fund.

## CHART OF ACCOUNTS

SHORT NAME	Code the name that you want to appear on reports when there is not enough room for the full name.
CLASS	Enter the code from Fund Class (FCLS) that best describes the fund being defined in this line.
CATEGORY	Enter the code from Fund Category (FCAT) that best describes the fund being defined in this line.
TYPE	Required. Enter a valid type from Fund Type (FTYP).
GROUP	Enter the code from Fund Group (FDGP) that best describes the fund being defined in this line.
STATE/BOND	Leave blank. This field is not used by the State of Louisiana.
EFT BANK ACCT CODE	Enter the bank account code to be used by the automated disbursement process (i.e., the primary checking account for the fund) for electronic funds transaction. The code used must be valid in Bank Account (BANK).
BANK ACCT CODE	Enter the bank account code to be used by the automated disbursement process (i.e., the primary checking account for the fund). The code used must be valid in Bank Account (BANK).
CONTROL OPTIONS	See the <i>ISIS/AFS User Guide, Vol. I</i> , for detailed explanations of these control options.
EXPENSE BUDGET	C, P, or N
REVENUE BUDGET	P or N
APPROPRIATION	C, P, or N
BS ACCT BALANCE	Y or N
ALLOTMENT	C, P, or N
ALLOTMENT FREQUENCY	Y
FUND BALANCE	C or N
CASH EDIT IND	N
CASH EDIT POOL FUND	Leave blank. This field is not used by the State of Louisiana.
SWEEP IND	Leave blank. This field is not used by the State of Louisiana.
MEMO DEPRECIATION	Enter "N". This option is not used by the State of Louisiana.
NEGATIVE EQUITY IND	Enter "N". This option is not used by the State of Louisiana.

## SUMB OPTIONS:

ORG	Enter "N". This option is not used by the State of Louisiana.
APPR	Enter "N". This option is not used by the State of Louisiana.
ACTV	Enter "N". This option is not used by the State of Louisiana.
FUNC	Enter "N". This option is not used by the State of Louisiana.
CLASS	Enter "N". This option is not used by the State of Louisiana.
CATEGORY	Enter "N". This option is not used by the State of Louisiana.
TYPE	Enter "N". This option is not used by the State of Louisiana.

## SUMR OPTIONS:

ORG	Enter "N". This option is not used by the State of Louisiana.
ACTV	Enter "N". This option is not used by the State of Louisiana.
CLASS	Enter "N". This option is not used by the State of Louisiana.
CATEGORY	Enter "N". This option is not used by the State of Louisiana.
TYPE	Enter "N". This option is not used by the State of Louisiana.

ORDER TO PAYMENT  
TOLERANCE:

AMOUNT	Leave blank. The system will default to 0.00.
IND	Leave blank. The system will default to 'N'.
%	Leave blank. The system will default to 0.00.

## Fund Index (FUND)

ACTION: . SCREEN: FUND USERID:									
F U N D I N D E X									
	FY	FUND NAME		CLASS	CAT	TYPE	GROUP	EXPB	REVB APPR
	==	====	-----	-----	---	---	---	---	---
01-	..	....	.....	..	.	.	.	.	.
02-	..	....	.....	..	.	.	.	.	.
03-	..	....	.....	..	.	.	.	.	.
04-	..	....	.....	..	.	.	.	.	.
05-	..	....	.....	..	.	.	.	.	.
06-	..	....	.....	..	.	.	.	.	.
07-	..	....	.....	..	.	.	.	.	.
08-	..	....	.....	..	.	.	.	.	.
09-	..	....	.....	..	.	.	.	.	.
10-	..	....	.....	..	.	.	.	.	.
11-	..	....	.....	..	.	.	.	.	.
12-	..	....	.....	..	.	.	.	.	.
13-	..	....	.....	..	.	.	.	.	.
14-	..	....	.....	..	.	.	.	.	.

### Purpose

Fund Index (FUND) displays codes for all funds in your financial system. It also specifies, for each fund, how AFS is to handle various accounting options.

### Classification Hierarchy

See the section on Fund (FUN2).

### Updates

This is a system-maintained table that is populated as records are added, changed, or deleted from Fund (FUN2).

### Coding Instructions

FY	Key field. Enter the applicable fiscal year for the fund code entered.
FUND	Key field. Enter the fund code.
NAME	This a descriptive name for this fund.
CLASS	This the class code from Fund Class (FCLS) that best describes the fund being defined in this line.
CAT	This is the category code from Fund Category (FCAT) that best describes the fund being defined in this line.
TYPE	This is the type code from Fund Type (FTYP).
GROUP	This is the group code from Fund Group (FDGP) that best describes the fund being defined in this line.

## CHART OF ACCOUNTS

BUD OPT:	See the <i>ISIS/AFS User Guide, Vol. I</i> , for detailed explanations of these control options.
EXPB	This is the level of expense budget control option defined for this fund.
REVB	This is the level of revenue budget control option defined for this fund.
APPR	This is the level of appropriation control defined for this fund.

## Appropriation Group Code (GRPC)

ACTION: . SCREEN: GRPC USERID:				
A P P R O P R I A T I O N   G R O U P   C O D E				
GROUP CODE	GROUP CODE	NAME	WARRANT INDICATOR	ST GEN REV INDICATOR
=====	-----	-----	-----	-----
01-	..	.....	.	.
02-	..	.....	.	.
03-	..	.....	.	.
04-	..	.....	.	.
05-	..	.....	.	.
06-	..	.....	.	.
07-	..	.....	.	.
08-	..	.....	.	.
09-	..	.....	.	.
10-	..	.....	.	.
11-	..	.....	.	.
12-	..	.....	.	.
13-	..	.....	.	.
14-	..	.....	.	.

### Purpose

Appropriation Group Code (GRPC) defines valid appropriation group codes. When an AP transaction is entered to establish an appropriation, the user is required to enter a group code, which must be valid on this table. As warrant or revenue transactions are processed against an appropriation, this table is edited to determine if specific actions can occur based on the appropriation group code.

### Updates

This table will be centrally defined in ISIS with statewide appropriation group codes.

### Coding Instructions

GROUP CODE	Key field. Enter a unique code.
GROUP CODE NAME	Enter a descriptive name for the appropriation group code.
WARRANT INDICATOR	Indicates whether warrants are allowed against an appropriation. Valid entries are "Y" (Yes) or "N" (No). Defaults to "N".
ST GEN REV INDICATOR	Indicates whether revenues can be entered against an appropriation. Valid entries are "Y" (Yes) or "N" (No). Defaults to "N".

## Louisiana Organization (LORG)

ACTION: . SCREEN: LORG USERID:	
L O U I S I A N A   O R G A N I Z A T I O N	
FISCAL YEAR= ..	LOUISIANA ORGANIZATION= .....
ORG NAME: .....	ORG MANAGER: .....
SHORT NAME: .....	REPORTS TO AGENCY: ...
LEVEL IND: ..	STATUS: .
LOUISIANA REPORTING ORGANIZATIONS	
-----	
LORG 1: .....	LORG 2: ..... LORG 3: ..... LORG 4: ..... LORG 5: .....
LORG 6: .....	LORG 7: ..... LORG 8: ..... LORG 9: ..... LORG 10: .....
	LORG 11: ..... LORG 12: .....

### Purpose

Louisiana Organization (LORG) defines valid codes, reporting hierarchies, and other information about Louisiana organizations. Louisiana organizations provide a separate means of collecting and reporting on organization information which is independent from the standard program organization structure - and which is allowed to cross agencies. An organization is linked to a Louisiana organization on Organization (ORG2).

### Classification Hierarchy

See the section on Agency (AGC2) and Organization (ORG2). In addition to the hierarchy classification schemes described there, you can create a 12-level hierarchy *among* Louisiana organizations. For example, an agency may consist of many organizations, all of which do not have the same level of responsibility for administering the budget, authorizing expenditures, etc. Some organizations may be required to report to other organizations for these functions. See Chapter 3 in the *ISIS/AFS User Guide, Vol. I*, for an illustration of such a reporting hierarchy. All boxes in the figure represent organizations, but some have a higher level of authority than others. For reporting purposes, you may wish a separate hierarchy.

The following points may help you transfer your Louisiana organization structure to the AFS system.

1. Draw a "tree" such as the one illustrated in the *ISIS/AFS User Guide* representing the levels of authority among Louisiana organizations in your agency.
2. Assign a code to each box (each Louisiana organization) in your tree.
3. Starting at the top, assign a level (1 through 12) to each line of boxes (thereby assigning a reporting level to each Louisiana organization). You are limited to twelve levels.
4. Use this information to enter the codes for the Louisiana Reporting Organizations.

## Updates

This is a user-maintained table. When entering the reporting hierarchy, Louisiana organizations must be entered from the lowest level to the highest, so that all Louisiana reporting organizations entered on a screen already exist as valid table records. (For example, before the level 4 LORG is entered, the level 1, 2, and 3 LORGs must already be entered on the table.)

## Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the Louisiana Organization code entered.
LOUISIANA ORGANIZATION	Key field. Enter a unique code.
ORG NAME	Descriptive name of the Louisiana organization.
ORG MANAGER	Name of the manager for this Louisiana organization.
SHORT NAME	Enter the name that you want to appear on reports. When there is not enough room for this full name.
REPORTS TO AGENCY	Required. Agency responsible for this Louisiana Organization. Agency code must be valid on Agency (AGC2).
LEVEL IND	Required. Identifies the reporting level of a Louisiana organization. Enter the number value for the level in which this organization appears (refer to classification hierarchy explanation). That is, enter: <p>"1"- if the organization being defined in this line does not report up to any other organization.</p> <p>"2"- if the organization being defined in this line reports only to one organization above itself.</p> <p>"3"- if the organization being defined in this line reports to two organizations above itself, etc.</p>
STATUS	Required. Identifies the status of the Louisiana organization as "A" ACTIVE or "I" INACTIVE. Defaults to "A".
LOUISIANA REPORTING ORGANIZATIONS: LORG 1..12	Required. All LORG levels entered must be valid codes that have already been entered on the LORG screen. <p>Enter the appropriate organization codes for the higher level organizations to which this organization reports, as defined by your organizational tree.</p>

## CHART OF ACCOUNTS

---

For example, if this is a level "4" organization, enter the organization codes for levels "1", "2", and "3" in the LORG 1, LORG 2, and LORG 3 fields.

## Object (OBJ2)

ACTION: . SCREEN: OBJ2 USERID:					
O B J E C T					
01-					
FISCAL YEAR= ..		OBJECT= ....			
NAME: .....				SHORT NAME: .....	
CLASS: ...	CATEGORY: ..	TYPE: ..	GROUP: ..		
1099 TYPE OF RETURN: .	1099 TYPE OF INCOME: .				
EL: . PS IND: .	OPER/NON-OPER IND: .				
		FASB CLASS: .			
02-					
FISCAL YEAR= ..		OBJECT= ....			
NAME: .....				SHORT NAME: .....	
CLASS: ...	CATEGORY: ..	TYPE: ..	GROUP: ..		
1099 TYPE OF RETURN: .	1099 TYPE OF INCOME: .				
EL: . PS IND: .	OPER/NON-OPER IND: .				
		FASB CLASS: .			

### Purpose

Object (OBJ2) defines types of objects that appear in the expense budget and on spending transactions. The table also establishes higher level classifications of the object codes.

### Classification Hierarchy

The object code is the starting point for a classification hierarchy that puts similar objects of expenditure together in progressively larger groups. The progression is as follows:

Sub-object Code	Object Code	Object Class	Object Category	Object Type	Object Group
--------------------	----------------	-----------------	--------------------	----------------	-----------------

Object is the level used in the expense budget. Similar objects make an object class, and similar object classes make an object category. Sub-object code works in the opposite direction: one object code may be divided into several sub-objects.

The object code is always required. The rest of the hierarchy is used for reporting purposes only and is optional within AFS.

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the object code entered.
OBJECT	Key field. Enter a unique code.
NAME	Enter descriptive name for this object.

**CHART OF ACCOUNTS**

SHORT NAME	Enter the name that you want to appear on reports when there is not enough room for the full name.
CLASS	Enter the code from Object Class (OCLS) that best describes the object being defined in this line.
CATEGORY	Enter the code from Object Category (OCAT) that best describes the object being defined in this line.
TYPE	Enter the code from Object Type (OTYP) that best describes the object being defined on this line.
GROUP	Enter the code from Object Group (OGRP) that best describes the object being defined on this line.
1099 TYPE OF RETURN	<p>Optional. Enter the return type followed by the income type of the object if expenses relating to this object are reportable under IRS standards for 1099 reporting.</p> <p>Type of Return: Enter "A" for 1099-miscellaneous.</p>
1099 TYPE OF INCOME	<p>Optional. Enter the type of income in expenses relating to this object are reportable.</p> <p>Type of Income: Enter one of the following:</p> <ul style="list-style-type: none"><li>1 = Rents</li><li>2 = Royalties</li><li>3 = Prizes and Awards</li><li>4 = Federal Income Tax Withheld</li><li>5 = Fishing Boat Proceeds</li><li>6 = Medical and Health Care Payments</li><li>7 = Nonemployee Compensation</li><li>8 = Substitute Payments in Lieu of Dividends and Interest</li><li>9 = Direct Sales of Consumer Products for Resale</li></ul>
EL	Leave blank. This field is not used by the State of Louisiana.
PS IND	Required. Indicates whether or not the object is payroll related. Enter "Y" for personal services related objects; otherwise, enter "N".
OPER/NON-OPER IND	Required. Enter "O" (operating) or "N" (non-operating).
FASB CLASS	Leave blank. This field is not used by the State of Louisiana.

## Object Index (OBJT)

ACTION: . SCREEN: OBJT USERID:									
O B J E C T   I N D E X									
	FY	OBJECT	NAME	CLASS	CAT	TYPE	GROUP	P/S 1099	
	==	=====						IND TYPE FASB	
01-	..	....	.....	..	..	..	..	..	..
02-	..	....	.....	..	..	..	..	..	..
03-	..	....	.....	..	..	..	..	..	..
04-	..	....	.....	..	..	..	..	..	..
05-	..	....	.....	..	..	..	..	..	..
06-	..	....	.....	..	..	..	..	..	..
07-	..	....	.....	..	..	..	..	..	..
08-	..	....	.....	..	..	..	..	..	..
09-	..	....	.....	..	..	..	..	..	..
10-	..	....	.....	..	..	..	..	..	..
11-	..	....	.....	..	..	..	..	..	..
12-	..	....	.....	..	..	..	..	..	..
13-	..	....	.....	..	..	..	..	..	..
14-	..	....	.....	..	..	..	..	..	..

### Purpose

Object (OBJT) displays types of objects that appear in the expense budget and on spending transactions. The table also displays higher level classifications of the object codes.

### Classification Hierarchy

See the section on Object (OBJ2).

### Updates

This is a system-maintained table that is populated as records are added, changed, or deleted from Object (OBJ2).

### Coding Instructions

FY	Key field. Enter the applicable fiscal year for the object code.
OBJECT	Key field. Enter the object code.
NAME	Descriptive name for this object.
CLASS	The object code from Object Class (OCLS).
CAT	The object category from Object Category (OCAT).
TYPE	The object type from Object Type (OTYP).
GROUP	The object group from Object Group (OGRP).
P/S IND	Required. Indicates whether or not the object is personal services related. A "Y" indicates personal services related objects; otherwise, enter "N".Requisitions and purchase orders

## CHART OF ACCOUNTS

	are not allowed to be coded with object codes identified as personal services.
1099 TYPE	Indicates the type of return if expenses relating to this object are reportable under IRS standards for 1099 reporting. (e.g., A for 1099-Misc)
FASB	Leave blank. This field is not used by the State of Louisiana.

## Object Category (OCAT)

O B J E C T   C A T E G O R Y			
FISCAL YEAR	OBJECT CATEGORY	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	..	.....	.....
02- ..	..	.....	.....
03- ..	..	.....	.....
04- ..	..	.....	.....
05- ..	..	.....	.....
06- ..	..	.....	.....
07- ..	..	.....	.....
08- ..	..	.....	.....
09- ..	..	.....	.....
10- ..	..	.....	.....
11- ..	..	.....	.....
12- ..	..	.....	.....
13- ..	..	.....	.....
14- ..	..	.....	.....

### Purpose

Object categories group similar object classes. Object Category (OCAT) defines valid object category codes. It is optional (used for reporting purposes only) and, therefore, may not exist at your installation. The actual assignment of classes into categories occurs in Object (OBJ2).

### Classification Hierarchy

See the section on Object (OBJ2).

### Updates

This is user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the object code entered.
OBJECT CATEGORY	Key field. Enter a unique code.
NAME	Enter a descriptive name for the object category.
SHORT NAME	Enter the name that you want to appear on reports when there is not enough room for the full name.

## Object Class (OCLS)

ACTION: . SCREEN: OCLS USERID:			
O B J E C T   C L A S S			
FISCAL YEAR	OBJECT CLASS	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	...	.....	.....
02- ..	...	.....	.....
03- ..	...	.....	.....
04- ..	...	.....	.....
05- ..	...	.....	.....
06- ..	...	.....	.....
07- ..	...	.....	.....
08- ..	...	.....	.....
09- ..	...	.....	.....
10- ..	...	.....	.....
11- ..	...	.....	.....
12- ..	...	.....	.....
13- ..	...	.....	.....
14- ..	...	.....	.....

### Purpose

Object classes group similar objects. Object Class (OCLS) defines valid object class codes. It is optional and used for reporting only.

### Classification Hierarchy

See the section on Object (OBJ2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the object class code entered.
OBJECT CLASS	Key field. Enter a unique code.
NAME	Enter a description for this object class.
SHORT NAME	Enter the name that you want to appear on reports when there is not enough room for the full name.

## Object Group (OGRP)

ACTION: . SCREEN: OGRP USERID:			
O B J E C T   G R O U P			
FISCAL YEAR	OBJECT GROUP	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	..	.....	.....
02- ..	..	.....	.....
03- ..	..	.....	.....
04- ..	..	.....	.....
05- ..	..	.....	.....
06- ..	..	.....	.....
07- ..	..	.....	.....
08- ..	..	.....	.....
09- ..	..	.....	.....
10- ..	..	.....	.....
11- ..	..	.....	.....
12- ..	..	.....	.....
13- ..	..	.....	.....
14- ..	..	.....	.....

### Purpose

Object groups group similar object categories. Object Group (OGRP) defines valid object group codes. It is optional.

### Classification Hierarchy

See the section on Object (OBJ2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the object group code entered.
OBJECT GROUP	Key field. Enter a unique code.
NAME	Enter a descriptive name for this object group.
SHORT NAME	Enter the name that you want to appear on reports when there is not enough room for the full name.

## Organization (ORG2)

ACTION: S SCREEN: ORG2 USERID:			
O R G A N I Z A T I O N			
FISCAL YEAR= ..	AGENCY= ...	ORGANIZATION= ....	
NAME: .....		MANAGER: .....	
FUND: ....	LEVEL IND: ..	STATUS: .	APPROVAL: .
----- REPORTING ORGANIZATIONS -----			
ORG 1: ....	ORG 2: ....	ORG 3: ....	ORG 4: ....
ORG 5: ....	ORG 6: ....	ORG 7: ....	ORG 8: ....
ORG 9: ....	ORG 10: ....	ORG 11: ....	ORG 12: ....
-----			
APPR UNIT: ...	RPT CATG: ....	CASH ACCT: ....	ORIG FUND: ....
RESP AGCY: ...	ORGN TYPE: .	LA ORGANIZATION: .....	
----- BUDGETING ORGANIZATION LEVELS -----			
APPR ORG LVL: ..	ALLT ORG LVL: ..	EXPB ORG LVL: ..	REVB ORG LVL: ..
BUYER: ..	INVENTORY IND: .	ACTIVITY: ....	
JOB NO SPEND: .	JOB NO REVENUE: .	SUB ORG SPEND: .	
SUB ORG REV: .	EXC BUDG PREP: .	FUNCTION: ....	

## Purpose

Organizations are breakdowns of agencies. Agencies can be divided into any number of organizations, and one agency can be split into organizations without requiring other agencies to be split. Organization (ORG2) defines valid organization codes and assigns agency/organization relationships.

The table also allows the definition of a 12-level hierarchy *among* organizations. Other items defined in this table are organization manager's name and status.

## Classification Hierarchy

See the section on Agency (AGC2). In addition to the hierarchy classification scheme described there, you can create a 12-level hierarchy *among* organizations. For example, an agency may consist of many organizations, all of which do not have the same level of responsibility for administering the budget, authorizing expenditures, etc. Some organizations may be required to report to other organizations for these functions. See Chapter 3 in the *ISIS/AFS User Guide, Vol. I*, for an illustration of such a reporting hierarchy. All boxes in the figure represent organizations, but some have a higher level of authority than others.

The following points may help you transfer your organizational structure to the AFS system.

1. Draw a "tree" such as the one illustrated in the *ISIS/AFS User Guide* representing the levels of authority among organizations in your agency.
2. Assign a code to each box (each organization) in your tree. Each box represents a separate line in the Organization Table Maintenance Form.
3. Starting at the top, assign a level (1 through 12) to each line of boxes (thereby assigning a reporting level to each organization). You are limited to twelve levels.

4. Use this information to enter the codes for the Reporting Organization or the Organization Request Form.

## Updates

This is a user-maintained table.

## Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the organization code entered.
AGENCY	Key field. Enter the appropriate agency code. It must exist in Agency (AGC2).
ORGANIZATION	Key field. Enter a code that is unique within agency.
NAME	Enter a descriptive name for this organization.
MANAGER	For informational purposes only.
FUND	Enter the code for the fund associated with this organization and agency. The code must be valid on Fund (FUN2). If an original fund is coded on Organization (ORG2), it must be different from the fund coded here (the final fund).
LEVEL IND	<p>Enter the number value for the level in which this organization appears on your tree (refer to classification hierarchy explanation). That is, enter:</p> <p>"1" - if the organization being defined in this line does not report up to any other organization.</p> <p>"2" - if the organization being defined in this line reports to only one organization above itself.</p> <p>"3" - if the organization being defined in this line reports to two organizations above itself.</p> <p>If the organization being defined in this line reports to more than three organizations above itself, enter the appropriate level indicator ("4" through "12").</p>
STATUS	Enter "A" if this agency\organization combination is to be active, allowing transactions to be posted against it. Enter "I" if the combination is to be inactive (no transactions can be posted using it). A blank status defaults to "A".
APPROVAL	<p>Enter "Y", if this organization has its own approval requirements which will override both the default approval requirements established for each transaction type and the agency approval requirements (if any were established).</p> <p>For example, your government may establish a default approval scheme for PO transactions that requires approval from one mid-level manager. Then, the agency may establish</p>

	<p>a scheme that requires approvals from a mid-level and a top-level manager. The organization can override both of those schemes and establish its own.</p> <p>If this indicator is "Y", the actual approval requirements for the organization are established in Format Definition Summary (FORM). The approval system (and thus, the above paragraph) applies to the ORG SECURITY CODE used on the transaction start-up screen, not to the organizations used on the AFS documents. (See the <i>ISIS/AFS User Guide, Vol. I</i>, for more detail on the AFS approval system.)</p>
REPORTING ORGANIZATIONS:	'N'-This option is not used by the State of Louisiana.
ORG 1	<p>Enter the appropriate organization codes for the higher level organization to which this organization reports, as defined by your organizational tree.</p> <p>For example, if this is a level "4" organization, enter the organization codes for levels "1", "2", and "3" in the ORG 1, ORG 2, and ORG 3 fields.</p>
ORG 2	
ORG 3	
ORG 4	
ORG 5	
ORG 6	
ORG 7	
ORG 8	
ORG 9	
ORG 10	
ORG 11	
ORG 12	
APPR UNIT	Required. Enter the appropriation unit which will be inferred when the organization code is entered on transactions. Appropriation unit does not validate against Appropriation Inquiry (Extended) (EAP2).
RPT CATG	Enter the reporting category which will be inferred when the organization code is entered on transactions unless another reporting category is coded.
CASH ACCT	Required. Enter the cash account which will be inferred by some journal vouchers, warrant voucher, cash receipt, automated disbursement, and electronic funds transfer transactions.
ORIG FUND	Enter the original fund which will first receive revenue before it is automatically transferred to the final fund, which is entered on Organization (ORG2). The original fund coded here cannot be the same as the final fund entered on Organization (ORG2).
RESP AGCY	Enter the code for the agency which will receive reports for this organization. If left blank, defaults to key agency.
ORGN TYPE	Required. Enter the number that describes the use of this

	organization:
	"1" - Revenue Organization
	"2" - Expenditure Organization
	"3" - Reporting Organization
	"4" - Warrant Organization
	Only the warrant voucher transaction may be coded to organization type '4' organizations.
LA ORGANIZATION	Enter the Louisiana Organization which is linked to the organization code for reporting and inquiry purposes.
BUDGETING O R G A N I Z A T I O N LEVELS:	
APPR ORG LVL	Enter the level of the appropriation organization, usually "01". (See the <i>ISIS/AFS User Guide, Vol. I</i> , for detailed explanations.)
ALLT ORG LVL	Enter the level of the allotment organization, usually "01". (See the <i>ISIS/AFS User Guide, Vol. I</i> , for detailed explanations.)
EXPB ORG LVL	Enter the level of the expense budget organization. If the Organization Type of Organization (ORG2) = "3", this field is usually "01". If the Organization Type on Organization (ORG2) = "1", "2", or "4", this field should be the same as the LEVEL IND. EXPB ORG LVL and REVB ORG LVL must be the same.
REVB ORG LVL	Enter the level of the revenue budget organization. If the Organization Type on Organization (ORG2) = "3", this field is usually "01". If the Organization Type on Organization (ORG2) = "1", "2", or "4", this field should be the same as the LEVEL IND. REVB ORG LVL and EXPB ORG LVL must be the same.
BUYER	Leave blank. This field is not used by the State of Louisiana.
INVENTORY IND	Indicates whether the organization is an inventory organization. Must be blank, "Y" or "N". If left blank, the system will default to "N".
ACTIVITY	Leave blank. This field is not used by the State of Louisiana.
JOB NO SPEND	Leave blank. This field is not used by the State of Louisiana.
JOB NO REV	Leave blank. This field is not used by the State of Louisiana.

**CHART OF ACCOUNTS**

SUB ORG SPEND	Leave blank. This field is not used by the State of Louisiana.
SUB ORG REV	Leave blank. This field is not used by the State of Louisiana.
EXC BUDG PREP	Leave blank. This field is not used by the State of Louisiana.
FUNCTION	Leave blank. This field is not used by the State of Louisiana.

## Organization Index (ORGN)

ACTION: . SCREEN: ORGN USERID:									
O R G A N I Z A T I O N I N D E X									
	FY	AGCY	ORG	ORG TYP	NAME	MANAGER	ST	ACTV	FUNC
	==	====	====	----	-----	-----	--	----	----
01-	..	...	....	.	.....	.....	.	....	...
02-	..	...	....	.	.....	.....	.	....	...
03-	..	...	....	.	.....	.....	.	....	...
04-	..	...	....	.	.....	.....	.	....	...
05-	..	...	....	.	.....	.....	.	....	...
06-	..	...	....	.	.....	.....	.	....	...
07-	..	...	....	.	.....	.....	.	....	...
08-	..	...	....	.	.....	.....	.	....	...
09-	..	...	....	.	.....	.....	.	....	...
10-	..	...	....	.	.....	.....	.	....	...

### Purpose

Organizations are breakdowns of agencies. Agencies can be divided into any number of organizations, and one agency can be split into organizations without requiring other agencies to be split. Organization Index (ORGN) displays valid organization codes and assigns agency/organization relationships.

### Classification Hierarchy

See the section on Organization (ORG2) in addition to the hierarchy classification.

### Updates

This is a system-maintained table that is populated as records are added, changed, or deleted from Organization (ORG2).

### Coding Instructions

FY	Key field. Enter the last two digits of the applicable fiscal year for the organization code entered.
AGCY	Key field. Enter the appropriate agency code. It must exist in Agency (AGC2).
ORG	Key field. Enter the organization code.
ORG TYPE	Displays the Organization Type.
NAME	This is the descriptive name for this organization.
MANAGER	For informational purposes only.

## CHART OF ACCOUNTS

ST	This field indicates the status of the organization displayed. An "A" is displayed if this agency\organization combination is to be active, allowing transactions to be posted against it. An "I" is displayed if the combination is to be inactive (no transactions can be posted using it).
ACTV	This field indicates the activity code related to this organization. The activity code is required when dictated by state policy. (See the <i>ISIS/AFS User Guide, Vol. I</i> , for detailed explanations).
FUNC	Leave blank. This field is not used by the State of Louisiana.

## Object Type (OTYP)

ACTION: . SCREEN: OTYP USERID:			
O B J E C T   T Y P E			
FISCAL YEAR	OBJECT TYPE	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	..	.....	.....
02- ..	..	.....	.....
03- ..	..	.....	.....
04- ..	..	.....	.....
05- ..	..	.....	.....
06- ..	..	.....	.....
07- ..	..	.....	.....
08- ..	..	.....	.....
09- ..	..	.....	.....
10- ..	..	.....	.....
11- ..	..	.....	.....
12- ..	..	.....	.....
13- ..	..	.....	.....
14- ..	..	.....	.....

### Purpose

Object types group similar classes. Object Type (OTYP) defines valid object type codes. It is optional. The actual assignment of object categories into types occurs in Object (OBJ2).

### Classification Hierarchy

See the section on Object (OBJ2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the object type code entered.
OBJECT TYPE	Key field. Enter a unique code.
NAME	Enter a descriptive name for this object type.
SHORT NAME	Enter the name that you want to appear on reports when there is not enough room for the full name.

## Parish (PRSH)

ACTION: . SCREEN: PRSH USERID:		
P A R I S H		
PARISH CODE	PARISH NAME	PARISH SHORT NAME
=====	-----	-----
01- ..	.....	.....
02- ..	.....	.....
03- ..	.....	.....
04- ..	.....	.....
05- ..	.....	.....
06- ..	.....	.....
07- ..	.....	.....
08- ..	.....	.....
09- ..	.....	.....
10- ..	.....	.....
11- ..	.....	.....
12- ..	.....	.....
13- ..	.....	.....
14- ..	.....	.....

### Purpose

Parish (PRSH) contains a list of all of the valid parishes in the state. Parish codes are established on PRSH with a long and short name for use in Vendor reporting. Parish codes used on Vendor (VEN2) must be valid on PRSH.

### Updates

This is a user-maintained table. Authorized users may add, change, or delete parish codes as necessary.

### Coding Instructions

PARISH CODE	Key field. The two (2) character parish code for which a record is defined.
PARISH NAME	Required. A thirty (30) character field for the parish name that is used on reports and tables if space permits.
PARISH SHORT NAME	Required. A twelve (12) character field for the parish name that is used on reports and tables if the full name will not fit.

## Revenue Category (RCAT)

ACTION: . SCREEN: RCAT USERID:			
R E V E N U E   C A T E G O R Y			
FISCAL YEAR	REVENUE CATEGORY	NAME	SHORT NAME
=====	=====		
01- ..	..	.....	.....
02- ..	..	.....	.....
03- ..	..	.....	.....
04- ..	..	.....	.....
05- ..	..	.....	.....
06- ..	..	.....	.....
07- ..	..	.....	.....
08- ..	..	.....	.....
09- ..	..	.....	.....
10- ..	..	.....	.....
11- ..	..	.....	.....
12- ..	..	.....	.....
13- ..	..	.....	.....
14- ..	..	.....	.....

### Purpose

Revenue categories group similar revenue classes into funding sources. Revenue Category (RCAT) defines valid revenue category codes. It is optional.

### Classification Hierarchy

See the section on Revenue Source (RSR2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the revenue category code entered.
REVENUE CATEGORY	Key field. Enter a unique code.
NAME	Enter a description for this revenue category.
SHORT NAME	Enter the name that you want to appear on reports when there is not enough room for the full name.

## Revenue Class (RCLS)

ACTION: . SCREEN: RCLS USERID:			
R E V E N U E   C L A S S			
FISCAL YEAR	REVENUE CLASS	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	...	.....	.....
02- ..	...	.....	.....
03- ..	...	.....	.....
04- ..	...	.....	.....
05- ..	...	.....	.....
06- ..	...	.....	.....
07- ..	...	.....	.....
08- ..	...	.....	.....
09- ..	...	.....	.....
10- ..	...	.....	.....
11- ..	...	.....	.....
12- ..	...	.....	.....
13- ..	...	.....	.....
14- ..	...	.....	.....

### Purpose

Revenue classes group similar revenue sources. Revenue Class (RCLS) defines valid revenue class codes. It is optional. The actual assignment of revenue sources into classes occurs in Revenue Source (RSR2).

### Classification Hierarchy

See the section on Revenue Source (RSR2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the revenue class code entered.
REVENUE CLASS	Key field. Enter a unique code.
NAME	Enter a descriptive name for this revenue class.
SHORT NAME	Enter the name that you want to appear on reports when there is not enough room for the full name.

## Revenue Group (RGRP)

ACTION: . SCREEN: RGRP USERID:			
R E V E N U E   G R O U P			
FISCAL YEAR	REVENUE GROUP	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	..	.....	.....
02- ..	..	.....	.....
03- ..	..	.....	.....
04- ..	..	.....	.....
05- ..	..	.....	.....
06- ..	..	.....	.....
07- ..	..	.....	.....
08- ..	..	.....	.....
09- ..	..	.....	.....
10- ..	..	.....	.....
11- ..	..	.....	.....
12- ..	..	.....	.....
13- ..	..	.....	.....
14- ..	..	.....	.....

### Purpose

Revenue classes group similar revenue sources. Revenue Class (RCLS) defines valid revenue class codes. It is optional. The actual assignment of revenue sources into classes occurs in Revenue Source (RSR2).

### Classification Hierarchy

See the section on Revenue Source (RSR2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the revenue group code entered.
REVENUE GROUP	Key field. Enter a unique code.
NAME	Enter a description for this revenue group.
SHORT NAME	Enter the name that you want to appear on reports when there is not enough room for the full name.

## Reporting Category (RPTG)

ACTION: S SCREEN: RPTG USERID:							
REPORTING CATEGORY TABLE							
FY	AGENCY	RPTG	REPORTING CATEGORY NAME	FED %	STATE %	OTHER %	
==	=====	=====	-----	-----	-----	-----	-----
01-	..	...	.....	.....	.....	.....	.....
02-	..	...	.....	.....	.....	.....	.....
03-	..	...	.....	.....	.....	.....	.....
04-	..	...	.....	.....	.....	.....	.....
05-	..	...	.....	.....	.....	.....	.....
06-	..	...	.....	.....	.....	.....	.....
07-	..	...	.....	.....	.....	.....	.....
08-	..	...	.....	.....	.....	.....	.....
09-	..	...	.....	.....	.....	.....	.....
10-	..	...	.....	.....	.....	.....	.....
11-	..	...	.....	.....	.....	.....	.....
12-	..	...	.....	.....	.....	.....	.....
13-	..	...	.....	.....	.....	.....	.....
14-	..	...	.....	.....	.....	.....	.....

### Purpose

The purpose of Reporting Category (RPTG) is to define reporting categories for individual agencies. Each agency chooses whether it wants to use the codes, and if so, how it wants to use them, what type of data it wants to have summarized by reporting category reports, and what the actual codes are. Each reporting category is divided among its federal, state, and "other" portions by the entered percentages. The percentage fields may be left blank in which case they default to 0%. The sum of all three percentages must total either 0% or 100%.

### Updates

This is a user-maintained table.

### Coding Instructions

FY	Key field. Enter the last two digits of the applicable fiscal year for the agency and reporting category codes entered.
AGENCY	Key field. Enter an existing code from Agency (AGC2).
RPTG	Key field. Enter a code that is unique within agency.
REPORTING CATEGORY NAME	Enter a description for this reporting category.
FED %	Optional. Enter a numeric percent which will indicate the funding split for federal reimbursements. Spaces in this field default to 0.000%.
STATE %	Optional. Enter a numeric percent which will indicate the funding split for state reimbursements. Spaces in this field default to 0.000%.

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OTHER %

Optional. Enter a numeric percent which will indicate the funding split for other reimbursements. Spaces in this field default to 0.000%.

## Revenue Source (RSR2)

ACTION: . SCREEN: RSR2 USERID:	
R E V E N U E   S O U R C E	
01-	FISCAL YEAR= ..                      REVENUE SOURCE= .... NAME: ..... SHORT NAME: ..... CLASS: ... CATEGORY: .. TYPE: .. GROUP: .. FHWA REVENUE CREDIT: .                      OPER/NON-OPER IND: . PROJECT FUND TYPE: ..                      OFFSET BILL RECV ACCT: .... USE TAX OPTION: .                      SUB-REV SOURCE OPTION: . FASB CLASS: .
02-	FISCAL YEAR= ..                      REVENUE SOURCE= .... NAME: ..... SHORT NAME: ..... CLASS: ... CATEGORY: .. TYPE: .. GROUP: .. FHWA REVENUE CREDIT: .                      OPER/NON-OPER IND: . PROJECT FUND TYPE: ..                      OFFSET BILL RECV ACCT: .... USE TAX OPTION: .                      SUB-REV SOURCE OPTION: . FASB CLASS: .

### Purpose

Revenue Source (RSR2) defines types of revenue sources that appear in the revenue budget and on revenue transactions. The table also establishes higher level classifications of the revenue source codes and identifies the default balance sheet account to be charged to offset revenue recognition entries in the ledgers.

### Classification Hierarchy

The revenue source code is the starting point for a classification hierarchy that puts similar revenue sources together in progressively larger groups. The progression is as follows:

<b>Sub-Revenue Source</b>	<b>Revenue Source</b>	<b>Revenue Class</b>	<b>Revenue Category</b>	<b>Revenue Type</b>	<b>Revenue Group</b>
-------------------------------	---------------------------	--------------------------	-----------------------------	-------------------------	--------------------------

Revenue source is the level used in the budget. Similar revenue sources make a revenue class, and similar revenue classes make a revenue category. Sub-revenue source works in the opposite direction: one revenue source may be divided into several sub-revenue sources.

The revenue source code is always required. If federal aid or grants are being used, revenue type is also required.

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR

Key field. Enter the last two digits of the applicable fiscal year for the revenue source code entered.

## CHART OF ACCOUNTS

REVENUE SOURCE	Key field. Enter a unique code.
NAME	Enter a description for this revenue source.
SHORT NAME	Enter the name that you want to appear on reports when there is not enough room for the full revenue source name.
CLASS	Enter the code from Revenue Class (RCLS) that best describes the revenue source being defined in this line.
CATEGORY	Enter the code from Revenue Category (RCAT) that best describes the revenue source being defined in this line.
TYPE	<p>Enter the code from Revenue Type (RTYP) that best describes the revenue source being defined on this line.</p> <p>Enter the type of funding source for use with the Federal Aid Subsystem. Valid values are:</p> <p><b>01</b> Federal  <b>02</b> Government  <b>03</b> Bond  <b>04</b> Local/Other</p>
GROUP	Enter the code from the Revenue Group (RGRP) table that best describes the revenue source being defined on this line.
FHWA REV CREDIT	Enter "N". This option is not being used by the State of Louisiana.
OPER/NON OPER IND	Required. Indicates whether or not the revenue source is operating or non-operating. Enter "O" or "N", as appropriate.
PROJECT FUND TYPE	<p>Enter the type of funding source for use with the Project Accounting Subsystem. Valid values are:</p> <p><b>01</b> Federal  <b>02</b> Government  <b>03</b> Bond  <b>04</b> Local/Other</p>
OFFSET BILL RECV ACCT	Leave blank. This field is not used by the State of Louisiana.
USE TAX OPTION	Enter "N". This option is not being used by the State of Louisiana.

## CHART OF ACCOUNTS

SUB- REV  
SOURCE  
OPTION

Enter "N". This option is not being used by the State of Louisiana. See the *ISIS/AFS User Guide, Vol. I*, for a more detailed explanation of this option. Enter the name that you want to appear on reports when there is not enough room for the full revenue source name.

FASB CLASS

Leave blank. This field is not used by the State of Louisiana.

## Revenue Source Index (RSRC)

ACTION: . SCREEN: RSRC USERID:										
R E V E N U E   S O U R C E   I N D E X										
										PROJ
FY	REV	SRCE	NAME		CLASS	CAT	TYPE	GROUP	FASB	FND TP
==	=====		-----		-----	-----	-----	-----	-----	-----
01-	..	....	.....		..	..	..	..	..	..
02-	..	....	.....		..	..	..	..	..	..
03-	..	....	.....		..	..	..	..	..	..
04-	..	....	.....		..	..	..	..	..	..
05-	..	....	.....		..	..	..	..	..	..
06-	..	....	.....		..	..	..	..	..	..
07-	..	....	.....		..	..	..	..	..	..
08-	..	....	.....		..	..	..	..	..	..
09-	..	....	.....		..	..	..	..	..	..
10-	..	....	.....		..	..	..	..	..	..
11-	..	....	.....		..	..	..	..	..	..
12-	..	....	.....		..	..	..	..	..	..
13-	..	....	.....		..	..	..	..	..	..
14-	..	....	.....		..	..	..	..	..	..
15-	..	....	.....		..	..	..	..	..	..

### Purpose

Revenue Source Index (RSRC) displays types of revenue sources that appear in the revenue budget and on revenue transactions. The table also establishes higher level classifications of the revenue source codes and identifies the default balance sheet account to be charged to offset revenue recognition entries in the ledgers.

### Classification Hierarchy

See the section on Revenue Source (RSR2).

### Updates

This is a system-maintained table that is populated as records are added, changed, and deleted from Revenue Source (RSR2).

### Coding Instructions

FY	Key field. Enter the applicable fiscal year for the revenue source code.
REV SRCE	Key field. Enter the revenue source code.
NAME	This is the description for this revenue source.
CLASS	This is the class code from Revenue Class (RCLS) that best describes the revenue source being defined in this line.
CAT	This is the category code from Revenue Category (RCAT) that best describes the revenue source being defined in this line.
TYPE	This is the code from Revenue Type (RTYP) that best describes the revenue source being defined on this line.

## CHART OF ACCOUNTS

GROUP	This is the group code from Revenue Group (RGRP) that best describes the revenue source being defined on this line.
FASB	Leave blank. This field is not used by the State of Louisiana.
PROJ FND TP	Enter the type of funding source for use with the Project Accounting Subsystem. Valid values are:  <b>01</b> Federal <b>02</b> Government <b>03</b> Bond <b>04</b> Local/Other

## Revenue Type (RTYP)

ACTION: . SCREEN: RTYP USERID:			
R E V E N U E   T Y P E			
FISCAL YEAR	REVENUE TYPE	NAME	SHORT NAME
=====	=====	-----	-----
01- ..	..	.....	.....
02- ..	..	.....	.....
03- ..	..	.....	.....
04- ..	..	.....	.....
05- ..	..	.....	.....
06- ..	..	.....	.....
07- ..	..	.....	.....
08- ..	..	.....	.....
09- ..	..	.....	.....
10- ..	..	.....	.....
11- ..	..	.....	.....
12- ..	..	.....	.....
13- ..	..	.....	.....
14- ..	..	.....	.....

### Purpose

Revenue types are used in conjunction with the Federal Aid and Project System. Revenue Type (RTYP) defines valid revenue type codes. It is optional.

### Classifications Hierarchy

See the section on Revenue Source (RSR2).

### Updates

This is a user-maintained table.

### Coding Instructions

FISCAL YEAR	Key field. Enter the last two digits of the applicable fiscal year for the revenue type code entered.
REVENUE TYPE	Key field. Enter a unique code.
NAME	Enter a description for this revenue type.
SHORT NAME	Enter the name that you want to appear on reports when there is not enough room for the full name.